3.3 CHECK-IN and TRACKING

Introduction

The Check-In and Tracking screen is used to record the receipt of respondent report forms and to track various activities associated with correspondence between the respondent and the Bureau. This screen is typically used by the clerks in NPC, but can also be used by analysts in DC. Updates to this screen are stored in the Collection History file in DATALIB.COLHIST. The check-in date is stored in the stat period control file (DATA00.C1*yyyypp*).

Specifically, the check-in and tracking screen allows you to:

> ➤ Check-In ID's by wanding or keying for the specified stat period.
>
> ➤ Record the various collection activities for an ID (i.e. remails, correspondence, time extensions, publication request).
>
> ➤ Record UAA receipts.

Accessing the Screen(s)

● Click on the COLLECTION ACTIVITIES button from the StEPS Main Menu.

● Click on the CHECK-IN and TRACKING button from the Collection Activities Menu to display the following:
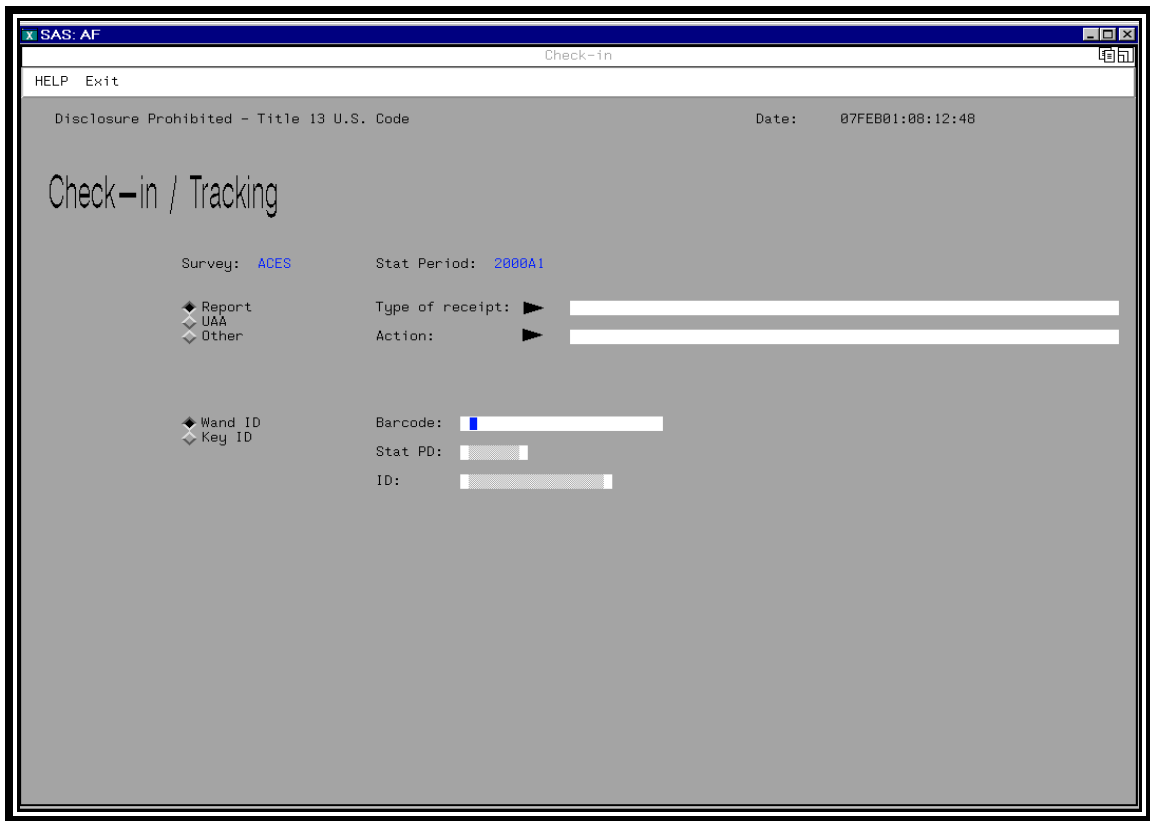
Figure 3.3   Check-In and Tracking Screen

Screen Features

The Check-in and Tracking screen displays the following non-correctable information:

Survey   Survey currently being processed.

Stat Period   Stat period currently being processed.

3.3.1 SELECTING A CHECK-IN OR TRACKING CATEGORY

Check-In

To record the receipt of a respondent survey form following a mailout is referred to as 'checking-in the ID' in StEPS. At the National Processing Center (NPC) in Jeffersonville, Indiana, clerks initiate this process by either using a laser wand to read the bar code ID on a form or by keying the ID from the survey form. This process updates the check-in date field (CKNDTE) in the stat period control file (DATA00.C1*yyyypp*) for the ID specified. HQ analysts can also use this screen to check an December 8, 2003ID by utilizing this screen. Detailed descriptions of this process will be discussed later in this chapter.

Tracking

Tracking categories allow you to record various collection activities, such as receiving a report form, remails, and time extensions, associated with correspondence between the respondent and the Bureau. There are three (3) categories available for tracking or checking in an ID during the collection process: Report, UAA, and Other. Click on the radio button next to one of the following categories to choose:

1. Report   Report form received
2. UAA   Form returned as undeliverable as addressed
3. Other   Correspondence received, time extensions, and other collection activities

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- Two options for recording the activities associated with the ID are available for the Report, UAA, and Other categories: *Type of Receipt* and *Action*. Depending on which option is selected, a different list of collection codes will display. These collection codes are used to indicate details related to the type of receipt or to record action to be taken on the ID.

- The first digit of the collection code represents one of the categories listed below. The second and third digits indicate the source of the data received. (See section 3.4, Collection History, to view the specific collection codes (COLCDE) for each of the following categories):

  1   Initial data collection attempt
  2   Follow-up data collection attempt
  3   Survey instrument re-sent
  4   Survey instrument received
  5   Undeliverable-as-addressed (UAA's)
  6   Respondent contact
  7   Bureau-originated correspondence
  8   Other processing actions
  9   Tracking codes
  C   Completed Correspondence Codes

● The type of receipt and action codes ending in '0' refer to actions performed on report forms; codes ending in '5' refer to actions performed on UAA's; and codes ending in '6' refer to actions performed on correspondence. See individual sections below for a detailed description of each receipt category sequence with available options.

3.3.1.1 REPORT

This option is used to record types of collection activities associated with processing a survey form.

1. Click on the radio button to select the 'Report' receipt category.

2. After you have selected the receipt category, click on the 'Type of Receipt' picklist option to view the type of receipt codes associated with the referenced receipt category. A screen similar to the following will be displayed when either the action or the type of receipt options have been activated:
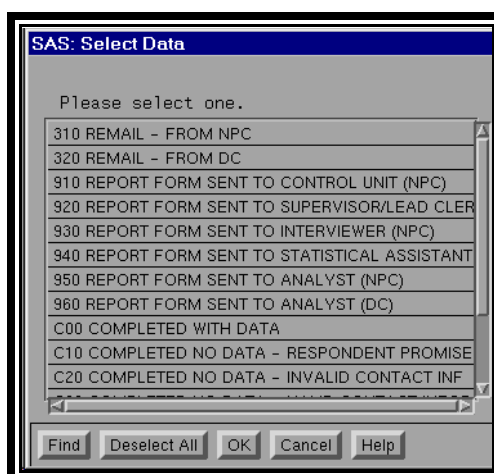

Figure 3.3.1.1   Select data screen

3. Select '4IC' (Response - Checked-In). **Note: This will be the only option available for the type of receipt when the 'Report' category has been selected**.

4. Click on 'OK' to populate the 'Type of receipt' field with your selection and to add this code (COLCDE) to the Collection History file.

5. You may abort this option by clicking on the 'CANCEL' button to revert back to the check-in/tracking screen.

6. Follow steps 1 - 4 to select one of the following 'Action' codes available for the Report receipt category.

    Action   310   Remail - From NPC

320	Remail - From DC
910	Report form sent to control unit (NPC)
920	Report form sent to supervisor/ lead clerk (NPC)
930	Report form sent to interviewer (NPC)
940	Report form sent to statistical assistant (NPC)
950	Report form sent to analyst (NPC)
960	Report form sent to analyst (DC)
C00	Completed with data
C10	Completed no data - Respondent promised data
C20	Completed no data - Invalid contact information
C30	Completed no data - Valid contact information
C40	Completed no data - Language problem
C50	Completed no data - No attempt to contact
C90	Completed no data - Other

7. To cancel your selection but remain on the "Select Data" screen, use the DESELECT ALL button.

3.3.1.2   Undeliverable As Addressed - (UAA)

The UAA option can be used to record collection activities for a form or correspondence that has been returned to NPC due to an invalid address, address change with no forwarding address, the company went out of business, or any other reason that may cause the form to be undeliverable as addressed.

1. Click on the radio button to select the 'UAA' receipt category.

2. Click on the 'Type of Receipt' picklist option to display a screen similar to Figure 3.3.1.1 that will display the following codes available for UAA receipts.

Type of Receipt	510	UAA - Address change
	520	UAA - No address change

3. Select the type of receipt code.

4. Click on 'OK' to populate the 'Type of receipt' field with your selection and to add this code (COLCDE) to the Collection History file.

5. You may abort this option by clicking on the 'CANCEL' button to revert back to the check-in/tracking screen.

6. You may cancel your selection and remain on this screen by using the DESELECT ALL button.

7. Follow steps 1 - 3 to select one of the following 'Action' codes available for UAA receipts.

Action	310	Remail - From NPC
	320	Remail - From DC

915	UAA sent to control unit (NPC)
925	UAA sent to supervisor/ lead clerk (NPC)
935	UAA sent to interviewer (NPC)
945	UAA sent to statistical assistant (NPC)
955	UAA sent to analyst (NPC)
965	UAA sent to analyst (DC)
C05	Completed - UAA

3.3.1.3   Other

If the 'Other' option is selected, there is no 'type of receipt' option associated with it. This option is used to record types of collection activities not associated with checking in a form.

1. Click on the 'Action' picklist to display the following action codes available for the "Other" receipt category.

Action		
	310	Remail - From NPC
	320	Remail - From DC
	610	Correspondence received (not congressional)
	620	Correspondence received (congressional)
	630	Publication request
	640	Other information request
	710	Time extension granted
	715	Time extension granted due to UAA check-in
	720	Time extension denied
	730	Reminder of time extension sent
	740	Deny request to be excused from filing
	790	Correspondence answered
	810	Drop from future data collection for stat period
	916	Correspondence sent to control unit (NPC)
	926	Correspondence sent to supervisor/lead clerk (NPC)
	936	Correspondence sent to interviewer (NPC)
	946	Correspondence sent to statistical assistant (NPC)
	956	Correspondence sent to UAA (NPC)
	966	Correspondence sent to analyst (DC)
	C06	Completed - Correspondence

2. Select an action code.

3. Click on 'OK' to populate the 'Action' field with your selection and to add this code (COLCDE) to the Collection History file.

4. You may abort this option by click on the 'CANCEL' button to revert back to the check-in/tracking screen.

5. You may cancel your selection but remain on this screen by using the DESELECT ALL button.

3.3.2 SPECIFYING AN 'ID' TO CHECK-IN OR TRACK

As previously indicated, to record the receipt of a respondent survey form following a mailout is to check-in a record by wanding or keying the ID from the actual report form.

● Wand ID

   1. Click on the radio button next to 'Wand ID'.

   2. The barcode field will be active when the wand ID option is selected. The Stat period and ID fields will be shaded.

   3. The bar code can then be read using a laser barcode reader, often called a wand. This method is typically used by NPC clerks to check-in the ID using the bar code information from the form. Wanding reads an ID; updates the check-in date field (CKNDTE) for the ID in the DATA00.C1*yyyypp* file in StEPS.

● Key ID

   1. Click on the radio button next to 'Key ID'.

   2. The stat period and ID fields will be active when the key ID option is selected. The bar code field will be shaded.

   3. Enter the stat period for which the ID should be processed.

   4. Enter the ID to be checked in to the system. If the ID already has a check-in date for the stat period in which it is to be added, the following message will display:
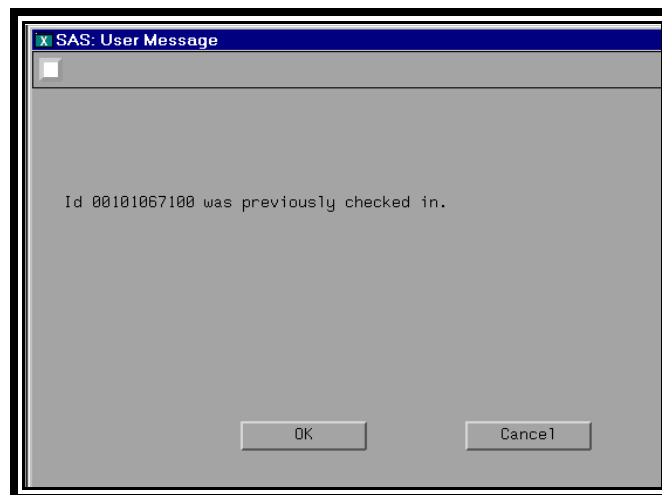

Figure 3.3.3   Check-In warning message

● Click on 'OK' or 'CANCEL' to return to the Check-In and Tracking screen.

P-Menus

P-Menu	Options	Function
HELP	Check-In and Tracking (F1) WhoamI (F7)	Display HELP information on using the Check-In and Tracking screen Display user default and systems information
EXIT	StEPS Main Menu (Home) Exit (F3)	Return to StEPS Main Menu Exit to previous screen